Emergency Response/Contingency Plan

(Hazardous Materials Business Plan Module)

Authority Cited: H&SC, Section 25504(b); Title 22, Div. 4.5, Ch. 12, Art. 3 CCR

All facilities that handle hazardous materials in specified quantities must have a written emergency response plan. In addition, facilities that generate 1,000 kilograms or more of hazardous waste per month, or accumulate more than 6,000 kilograms of hazardous waste on-site at any one time, must prepare a contingency plan. Because the requirements are similar, they have been combined in a single document, provided below, for your convenience. This plan is a required module of the Hazardous Materials Business Plan (HMBP). If you already have a plan that meets these requirements, you should not complete the blank plan, below, but you must include a copy of your existing plan as part of your HMBP.

This site-specific Emergency Response/Contingency Plan is the facility's plan for dealing with emergencies and shall be implemented immediately whenever there is a fire, explosion, or release of hazardous materials that could threaten human health and/or the environment. At least one copy of the plan shall be maintained at the facility for use in the event of an emergency and for inspection by the local agency. Within Santa Clara County, hospitals and police agencies have delegated receipt of these plans to the local agencies administering Hazardous Materials Business Plans, so additional copies need not be submitted. However, a copy of the plan and any revisions must be provided to any contractor, hospital, or agency with which special (i.e. contractual) emergency services arrangements have been made (see section 3, below).

1. Evacuation Plan:

a	ι.	The following alarm signal(s) will be used to begin evacuation of the facility (check all which apply):							
		Bells;	Horns/Sirens;	Verbal (i.e. shouting);	Other (specify)				
b).	Evacuation map is prominently displayed throughout the facility.							
Note		shows prime	ary and alterna		ergency exits, and prin	ents. This drawing (or any other drawing that mary and alternate staging areas) must be employees and visitors.			
2. a	ì.	Emergency Contacts*:							
		Fire/Police/	Ambulance			Phone No. 911			
		State Office	of Emergency S	ervices		Phone No. (800) 852-7550			
		National Re	esponse Center			Phone No. (800) 424-8802			
b).	Post-Incident Contacts*:							
		Fire Depart	ment Hazardous	s Materials Program		Phone No.: (408) 615-4960			
		California I	EPA Department	t of Toxic Substances Con	itrol	Phone No. (510) 540-3739			
		Cal-OSHA	Division of Occu	pational Safety and Heal	th	Phone No. (408) 452-7288			
		Bay Area A	ir Quality Mana	gement District .		Phone No. (415) 771-6000			
c	·.	Phone No. (510) 286-1255 ation. Be advised that additional agencies							
		Poison Cont	trol Center			Phone No. (800) 876-4766			
		Nearest Hos	spital: Name:		Phone No.:()			
		Address:			City:				
3.	Ar	rrangements	With Emergence	y Responders:					
If vo	ou	have made s	special (i.e. contra	actual) arrangements with a	any police department. f	ire department, hospital, contractor, or State or			

local emergency response team to coordinate emergency services, describe those arrangements on the lines below:

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4. Emergency Procedures:

Emergency Coordinator Responsibilities:

- a. Whenever there is an imminent or actual emergency situation such as an explosion, fire, or release, the emergency coordinator (or his/her designee when the emergency coordinator is on call) shall:
 - i. Identify the character, exact source, amount, and areal extent of any released hazardous materials.
 - ii. Assess possible hazards to human health or the environment that may result from the explosion, fire, or release. This assessment must consider both direct and indirect effects (e.g. the effects of any toxic, irritating, or asphyxiating gases that are generated, the effects of any hazardous surface water run-off from water or chemical agents used to control fire, etc.).
 - iii. Activate internal facility alarms or communications systems, where applicable, to notify all facility personnel.
 - iv. Notify appropriate local authorities (i.e. call 911).
 - v. Notify the State Office of Emergency Services at 1-800-852-7550.
 - vi. Monitor for leaks, pressure build-up, gas generation, or ruptures in valves, pipes, or other equipment shut down in response to the incident.
 - vii. Take all reasonable measures necessary to ensure that fires, explosions, and releases do not occur, recur, or spread to other hazardous materials at the facility.
- b. Before facility operations are resumed in areas of the facility affected by the incident, the emergency coordinator shall:
 - i. Provide for proper storage and disposal of recovered waste, contaminated soil or surface water, or any other material that results from an explosion, fire, or release at the facility.
 - ii. Ensure that no material that is incompatible with the released material is transferred, stored, or disposed of in areas of the facility affected by the incident until cleanup procedures are completed.
 - iii. Ensure that all emergency equipment is cleaned, fit for its intended use, and available for use.
 - iv. Notify the Santa Clara Fire Department Hazardous Materials Division that the facility is in compliance with requirements b-i and b-ii, above.

Responsibilities of Other Personnel:

On a separate page, list any emergency response functions not covered in the "Emergency Coordinator Responsibilities" section, above. Next to each function, list the job title or name of each person responsible for performing the function. Number the page(s) appropriately.

5. Post-Incident Reporting/Recording:

The time, date, and details of any hazardous materials incident that requires implementation of this plan shall be noted in the facility's operating record.

Within 15 days of any hazardous materials emergency incident or threatened hazardous materials emergency incident which triggers implementation of this plan, a written Emergency Incident Report, including, but not limited to a description of the incident and the facility's response to the incident, must be submitted to the California Environmental Protection Agency's Department of Toxic Substances Control, and the Santa Clara Fire Department Hazardous Materials Division. The report shall include:

- a. Name, address, and telephone number of the facility's owner/operator;
- b. Name, address, and telephone number of the facility;
- c. Date, time, and type of incident (e.g. fire, explosion, etc.);
- d. Name and quantity of material(s) involved;
- e. The extent of injuries, if any;
- f. An assessment of actual or potential hazards to human health or the environment, where this is applicable;
- g. Estimated quantity and disposition of recovered material that resulted from the incident;
- h. Cause(es) of the incident;
- i. Actions taken in response to the incident;
- j. Administrative or engineering controls designed to prevent such incidents in the future.

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6. Emergency Equipment:

22 CCR, Section 66265.52(e) [as referenced by Section 66262.34(a)(3)] and the Hazardous Materials Storage Ordinance require that emergency equipment at the facility be listed. Completion of the following Emergency Equipment Inventory Table meets this requirement.

EMERGENCY EQUIPMENT INVENTORY TABLE

1.	2.	3.	4.
Equipment	Equipment		
Category	Type	Locations *	Description**
Personal	Cartridge Respirators		-
Protective,	Chemical Monitoring Equipment (describe)		
Equipment,	Chemical Protective Aprons/Coats		
Safety	Chemical Protective Boots		
Equipment,	Chemical Protective Gloves		
and	Chemical Protective Suits (describe)		
First Aid	Face Shields		
Equipment	First Aid Kits/Stations (describe)		
	Hard Hats		
	Plumbed Eye Wash Stations		
	Portable Eye Wash Kits (i.e. bottle type)		
	Respirator Cartridges (describe)		
	Safety Glasses/Splash Goggles		
	Safety Showers		
	Self-Contained Breathing Apparatuses (SCBA)		
	Other (describe)		
Fire	Automatic Fire Sprinkler Systems		
Extinguishing	Fire Alarm Boxes/Stations		
Systems	Fire Extinguisher Systems (describe)		
	Other (describe)		
Spill	Absorbents (describe)		
Control	Berms/Dikes (describe)		
Equipment	Decontamination Equipment (describe)		
and	Emergency Tanks (describe)		
Decontamination	Exhaust Hoods		
Equipment	Gas Cylinder Leak Repair Kits (describe)		
	Neutralizers (describe)		
	Overpack Drums		
	Sumps (describe)		
	Other (describe)		
Communications	Chemical Alarms (describe)		
and	Intercoms/ PA Systems		
Alarm	Portable Radios		
Systems	Telephones		
	Underground Tank Leak Detection		
	Monitors		
	Other (describe)		
Additional			
Equipment			
(Use Additional			
Pages if Needed.)			
	1	1	

^{*} Use the Location Codes (LC) from the Storage Map(s) prepared earlier for your HMBP.

^{**} Describe the equipment and its capabilities. If applicable, specify any testing/maintenance procedures/intervals. Attach additional pages, numbered appropriately, if needed.